

Ginghamsburg CHILDREN'S MINISTRY GUIDEBOOK

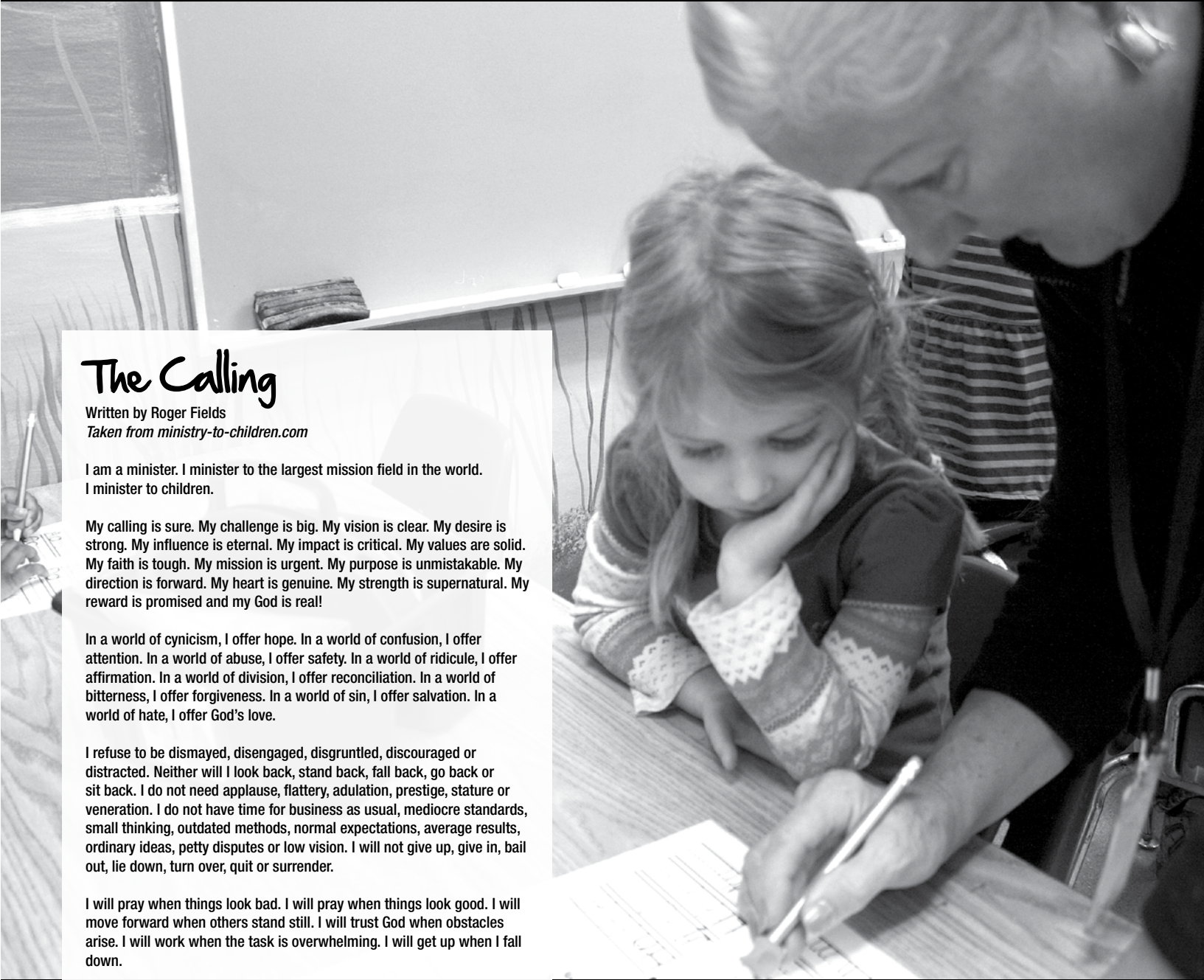


Everything you ever wanted
and needed to know about our ministry.

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WELCOME!

Thank you for answering God’s call to serve in the best ministry area in our church...with our children. You are an integral part as we work together with our families to effectively minister to the children God has entrusted in our care. Welcome to Ginghamburg Kids!



The Calling

Written by Roger Fields
Taken from ministry-to-children.com

I am a minister. I minister to the largest mission field in the world.
I minister to children.

My calling is sure. My challenge is big. My vision is clear. My desire is strong. My influence is eternal. My impact is critical. My values are solid. My faith is tough. My mission is urgent. My purpose is unmistakable. My direction is forward. My heart is genuine. My strength is supernatural. My reward is promised and my God is real!

In a world of cynicism, I offer hope. In a world of confusion, I offer attention. In a world of abuse, I offer safety. In a world of ridicule, I offer affirmation. In a world of division, I offer reconciliation. In a world of bitterness, I offer forgiveness. In a world of sin, I offer salvation. In a world of hate, I offer God’s love.

I refuse to be dismayed, disengaged, disgruntled, discouraged or distracted. Neither will I look back, stand back, fall back, go back or sit back. I do not need applause, flattery, adulation, prestige, stature or veneration. I do not have time for business as usual, mediocre standards, small thinking, outdated methods, normal expectations, average results, ordinary ideas, petty disputes or low vision. I will not give up, give in, bail out, lie down, turn over, quit or surrender.

I will pray when things look bad. I will pray when things look good. I will move forward when others stand still. I will trust God when obstacles arise. I will work when the task is overwhelming. I will get up when I fall down.

My calling is to reach boys and girls for God. It is too serious to be taken lightly, too urgent to be postponed, too vital to be ignored, too relevant to be overlooked, too significant to be trivialized, too eternal to be fleeting, and too passionate to be quenched.

I know my mission. I know my challenge. I also know my limitations, my weaknesses, my fears and my problems. And I know my God. Let others get the praise. Let the church get the blessing. Let God get the glory.

I am a minister. I minister to children. This is who I am.
This is what I do.

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G.KIDS MINISTRY

Our Mission Statement

“To partner with families to maximize their children’s spiritual journey with God through Jesus.”

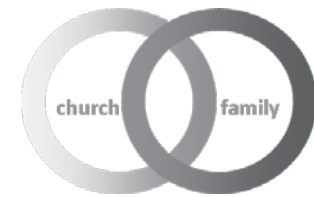
Our Bible Verse

“Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

Deuteronomy 11:19

Our Strategy

Our strategy is to combine the two primary influences that impact a child’s life, the family and the church. We use the color yellow to represent the light of the church and red to represent the heart of the family. Together they make orange, which connects parents and leaders with the same end goals. We are a parent-driven, church supported ministry.



Our Values

- Safe
- Bible Based
- Child Centered
- Life Applicable
- Relational
- Mission Minded
- Fun

Our End Goals

By Age 5 Your Child Will Understand...

1. God made me.
2. God loves me.
3. Jesus wants to be my friend forever.

By Grade 5 Your Child Will Understand...

1. I will make the wise choice.
2. I will trust God no matter what.
3. I will treat others the way I want to be treated.

The Role of Parents

Parents have many responsibilities concerning their children’s intellectual, physical and emotional development. The Bible also instructs us that parents have a responsibility to raise their children with a faith in God and an understanding of God’s word, as we are told in Deuteronomy 11:19. Because parents are the most important influencers, they need to make every moment with their children a teachable faith moment. Everyday actions, family rituals, praying together and reading daily from the Bible all teach children about belonging to a Christ-centered family. Parents who share about their experiences through their eyes of faith also help children understand how they can find God through their own everyday experiences.

The Role of Our Church

Although development of a child’s faith must begin with the family, it also relies on the support of our church community. G.Kids and a family should partner to introduce children to Bible truths, God’s plan for their lives and love of Jesus for all people. We are committed to helping children identify and understand such concepts as spiritual gifts and disciplines, communion, stewardship, baptism and mission. Our children’s spaces provide a safe place where kids can ask questions and share ideas with their peers. Age-appropriate Bible stories teach children the word of God and integrated lessons allow kids to apply these stories to their own experiences. Additionally, we want to equip parents to be spiritual leaders within their own homes and rely on us as a source of encouragement and guidance to fulfill God’s call to lead our children to him.

Our Statement of Faith

The Bible

We believe the scriptures of both the Old and New Testaments are the inspired word of God. (2 Timothy 3:16-17) We believe the Holy Spirit guided and directed human authors to create God’s written means of communication with us, which reveals God’s love and plan to be in relationship with all of humanity. The Bible is God’s blueprint for living the Christian life and is our source for faith and practice.

God

We believe in one God, who exists in three distinct persons...the Father, Son and Holy Spirit. Each person of the Trinity is equally the one God in being, essence, character, power and eternal qualities.

Jesus

We believe that Jesus is the Christ, the Savior who came to earth in the flesh to reveal God to humans and to restore all of fallen humanity to a personal relationship with God. We believe Jesus was conceived of the Holy Spirit and born of the Virgin Mary; he is both fully human and fully God. Jesus lived a perfect, sinless life and embodies the truth about God and the truth of God. Jesus willingly died on the cross to demonstrate God’s love for sinful humans and to provide salvation for all humanity. His sacrifice in our place provides all humans the means to be reconnected with their loving Creator. We believe in the physical resurrection of Jesus from the dead. Jesus ascended into heaven, where he rules as our Lord (absolute authority) and advocate. Jesus will return to earth in the future to establish God’s perfect peace and justice for all time.

The Holy Spirit

We believe in the divine personhood of the Holy Spirit as an equal part of the Trinity. The Holy Spirit is God present with each follower of Jesus today, living within each follower to empower a life that reflects the lifestyle, values and character of Jesus. The Holy Spirit is the change agent in the lives of Jesus’ followers, illuminating God’s word for understanding and application in the life of each. The Spirit is involved in progressively transforming each follower into the image of Christ and is actively working within the Christian community and world at large to bring about God’s plan of redemption for individuals, societies and the world.

The Church

We believe the Church (also known as the Body or Bride of Christ in scripture) is a spiritual organism made up of all those in a personal relationship with God through Jesus Christ, who are called to live in fellowship and worship together. We believe in the priesthood of all believers: everyone in relationship with Christ is gifted, empowered and called to serve within God’s mission to reach the world. The Church is God’s vehicle on earth to bring about God’s justice and mercy for all people.

SEVEN STAR CHURCH

Ginghamsburg Church has identified itself as a “Seven Star Church.” In short, this identity gives us a standard by which to measure how we carry out our mission. You are a part of our vital church ministry team, and we trust you will enjoy serving Jesus Christ with the best hours of your day. Here are the Seven Stars:

Embodying the **SPIRIT** of Christ in all we do.

Responding with **SPEED** to the needs of those around us.

Providing exceptional **SERVICE** in tangible ways.

Personalizing each experience as we grow in **SIZE**.

Creating physical, relational and spiritual zones of **SAFETY**.

Working **SMART** to constantly improve ministry potential.

Ordinary **SAINTS** accomplishing the mission of an extraordinary God.

Being a seven-star church is the foundation of G.Kids that touches not only our children and their families we serve, but also our leaders.

POLICIES AND PROCEDURES

Application Process

Any servant who works with children must complete a G.Kids Leader Application. This form includes your general personal contact information, authorization to complete a background investigation (if you are over the age of 18), three references and our servant covenant. Once the application is completed, it should be returned to a G.Kids staff member or mailed to the church in attention to G.Kids.

Leader Information Changes

To ensure that all servant information is current, it is the responsibility of each servant to notify the G.Kids Team promptly of any changes in personal information including name changes, mailing address, telephone numbers (cell or home) and email address.

Ginghamsburg Children's Guidebook

Every leader completing the application process will receive a Ginghamsburg Children's Guidebook. The purpose of this guidebook is to provide leaders and parents with detailed safety and protection policies to ensure kids have a safe environment and experience while attending our events and ministries. These policies are upheld by the G.Kids staff and are strictly enforced.

Safe Sanctuary Policy

We are committed to providing a safe sanctuary in all of our children's spaces.

- Servant leader teams are led by at least two background checked adults.
- No child should be left alone with one adult.
- Husband and wife teams require a third person to be present.
- All G.Kids spaces are constructed with a window and/or half door for visibility.
- Check-in and check-out procedures ensure the correct child goes to the correct adult.
- Exterior restroom doors are always propped open.

Restroom Policy

All children must be accompanied to the restroom by an adult. The restroom door should remain propped open. Older children should be able to take care of their own bathroom needs, and younger children may need help with clothing. The servant and child should wash hands when done.

Confidentiality

Servants may be exposed to information regarding children and families which may be sensitive

and confidential. For reasons of liability and professional ethical standards, information about children, families and others connected with our ministry must never be discussed casually or with any person outside of the G.Kids staff. This includes discussing a child with another parent other than his or her own.

Lost, Stolen or Damaged Personal Items

The G.Kids ministry is not responsible for lost, stolen or damaged personal items. Servants and children are encouraged to label all belongings brought to the church. Contact the church and check with the receptionist for lost or misplaced items. Parents are encouraged to check the Lost & Found bins in their child's room.

Substitutes

Our goal is to ensure that every room has the appropriate number of leaders so every child's needs are met. If you know in advance of a schedule conflict that will prohibit you from serving on your weekend, we ask that you secure a substitute. You may start with other leaders in your age group and then move to the substitute list. Please ensure a member of the G.Kids staff is notified of any changes. We thank you in advance for your assistance. If you are unable to come in due to an emergency or illness, please contact G.Kids Staff. Include in your message the hour and room in which you serve.

Dress Code

First impressions do matter. Leaders represent Ginghamsburg to all of our families. A leader's dress and personal hygiene should not distract from the learning/educational environment of our children. In addition, name tags should be worn while serving in G.Kids. Ginghamsburg Kids t-shirts are available for purchase for \$10 from your G.Kids staff leader.

Servant Leader Training

We believe in training and equipping every servant by pairing them with an experienced servant/staff person for their training process. Initially every leader will complete the following training process as a new servant:

- Servant Leader Check List
- Fall Kick Off Training or watch DVD copy

Servant leaders also receive ongoing training monthly through our servant leader letters and annually at our fall kick off training. We also host a few additional and optional trainings throughout the year.

How To Get Others Connected

Parent involvement is a critical component in the success of the Ginghamsburg Kids Ministry. Research has shown that parents are the most important spiritual teachers for their child. We rely on parents as our most powerful influences on children's faith development. Parents' time and talents are needed to serve within the ministry their children attend. Prayerfully consider inviting parents to join our ministry. Getting others connected helps us fulfill our Parent-driven and Church-supported Ministry.

Appropriate Touch Policy

- Nurturing touch is very important to developing a sound relationship with youth. Children should be touched appropriately on faces, hands, shoulders, head and thighs. Never touch a child in the area which should normally be covered by a bathing suit.
- Respect a child's personal space, especially when you don't know the child's touch comfort.
- The following actions are considered unduly harsh punishment and are forbidden in our ministry setting: verbal abuse, rough handling, shoving, shaking, slapping, spanking, biting, pinching and hitting; requiring a child to do or say anything that is demeaning to their character.
- Holding school age and older children on your lap is not appropriate. Holding a preschooler or toddler on your lap is appropriate for short time spans when comfort is needed. Men should refrain from children sitting on their lap.
- Never kiss a child on your lips. Never let a child kiss you on the lips.
- If anything happens that you believe may put you at risk of accusation by anyone, please do not keep this a secret! G.Kids staff should be informed immediately so that proper documentation can be obtained.

Parent Transition

Always introduce yourself to adult and child during drop off. You may ask for high-fives or to hold hands and then respect the child's answer of acceptance or decline. Respect children's personal space, especially when you don't know the child's touch comfort. Always take the lead from the parent/family member dropping off the child and respect their choice.

POLICIES AND PROCEDURES

Registration and Family Information Cards

- All parents are required to register their family into our church database by completing a blue Family Information Card. Our Ginghamsburg Kids staff updates our database annually to ensure that all church records are current.
- Family Information cards can be found at each Starting Point station.

Automated Check-In Procedures

At the Tipp City Campus, parents use our computer systems located on each floor in a centralized location to check their child(ren) into a room. Please note that we also ask that parents include a cell phone number on their child's nametag if they will be at one of our other campuses or off site.

Check-In stations will be located in the following **Tipp City** G.Kids spaces:

- Downstairs:** Infant - age 2 check-in will be located on the wall across the infant room. Ages 3-5 children will need to be signed in next to the G.Kids entrance next to the giant tree.
- Upstairs:** Parents will have two centralized locations to sign their children in. The first station will be located next to the southeast door by the stairwell. The second station will be located next to the northeast doors.

Please note that parents can check-in all children at any given kiosk within G.Kids Ministry. After checking in their child, the parents should place their child's name tag sticker on or near his/her heart (or on the back of shirt for infants and toddlers) and keep the parent security sticker. An additional sticker, with the same security number, will be printed and should be placed on the child's diaper bag, if applicable.

At Fort McKinley and The Point, parents will use the computers located at the G.Kids Welcome Center to check their child(ren) in and walk them to their age-appropriate spaces.

Drop Off and Pick Up Procedures

Tipp City Campus, Fort McKinley & The Point: Drop-off and pick up procedures help children adjust, and most importantly, keep the rooms secure and safe for everyone. Parents are encouraged to check their children in, walk them to their room ENTRANCE/EXIT door and our leaders will be happy to welcome them into the space. If necessary, parents may assist their child

in a smooth transition into the room and then exit, ensuring that the door closes behind them securely.

When picking up a child, the parent should go to the ENTRANCE/EXIT door of their child's room and show their security number to leader. The leader will then match the tag to their child's and allow the child to exit the room into their parent's care. Children will NEVER be permitted to leave their room without a parent/security tag.

Transitions Between Services

All servants must arrive 20 minutes before the hour they are to serve and stay through the transition period in between services.

8:30am - One leader should welcome the children entering the room and ensure entrance door remains secure. All other leaders should be engaging children upon entry to ensure a smooth admission into the room.

10am - One 8:30am leader should attend to the check out process at the exit door while the other 8:30am leader attends to the children. Then one of the 10am servants should be welcoming children into the room and ensuring the entrance door remains secure, while the other 10am leaders engage children upon entry to ensure a smooth admission into the room. Once all children from the previous service have exited, the previous leaders may excuse themselves and turn the room over fully to the next team.

11:30am - One 10am leader should attend to the check out process at the exit door while the other 10am leader attends to the children. Then one of the 11:30am servants should be welcoming children into the room and ensuring the entrance door remains secure, while the other 11:30am leaders engage children upon entry to ensure a smooth admission into the room. Once all children from the previous service have exited, the previous leaders may excuse themselves and turn the room over fully to the next team.

Child Count Responsibility

All leaders should count the children often throughout the service time. All servants are responsible for knowing how many children are attending and specifically which children are in their care at any given time. Servants should always know how many kids they have with them if they leave the room. Please count children often, when leaving the room, when entering and leaving

the playground and when returning to the room. No child is ever to be left alone!

Paging Parents

Fort McKinley Campus and The Point: In the event that a leader needs to contact a child's parent, the leader will use the radio located in each of our kids rooms to contact their staff member. The staff member will then retrieve the parents.

Tipp City Campus: In the event that a leader needs to contact a child's parent, the leader will use the radio located in each of our G.Kids rooms to contact a G.Kids staff member. Inform the staff member of the situation relaying the pager number and they will use our automated pager system to page the parent. Each parent receives a pager that is linked to each of the children in the family by a paper number printed on the child's nametag. When the pager number is input into the system, the pager will light up and vibrate. The parents then report to child's room. Please be sure you have notified a G.Kids staff member when a parent needs to be paged and they will follow up, if needed.

Photography of Children and Parental Release

G.Kids requests that no leaders, visitors or parents take pictures of the children participating in our programs. Refrain from taking pictures or video with all cameras, camcorders and cell phones.

Playground Supervision

Playground and outdoor play provides fun, fresh air and exercise. G.Kids strives to create playgrounds that are fun and safe for all kids. Adult supervision is required at all times while children play on any playground. Servants may use the playground designed for their designated age group only. Playgrounds should NOT be utilized during weekend worship times.

Cell Phone Policy

Servant leaders should refrain from cell phone use during serving times, except in cases of emergency.

POLICIES AND PROCEDURES

Snacks

Snacks for students are provided in each room for children grade 5 and below. We request that food from home NOT be brought into the rooms at any time. Please be aware of children's allergies in your room. If a child has an allergy make sure to note on the child's name tag and communicate the allergy to the leader each time your child checks into their room.

Peanut Free Zone

Due to severe peanut allergies, the G.Kids wing strives to be a peanut free zone. Please do NOT bring in peanut products or allow other children to bring in peanut products.

Separation Anxiety and Cry Rule

Many children experience separation anxiety when they begin attending G.Kids. This is a developmentally appropriate response to a new environment. Our cry rule is 10 minutes. If a child has cried for 10 minutes and does not show signs of being able to calm, the parent(s) should be paged so that they may return to nursery or room and help calm their child. Care providers should encourage the parent to stay and help their child transition or the parent may remove the child from our nursery.

Diapering Policy

The diapering policy exists to ensure that all children receive appropriate care while attending G.Kids. Please follow these step by step directions when changing diapers.

1. Gather all needed supplies from the child's diaper bag.
2. Always change the paper sheet between each diaper change even if it does not appear soiled.
3. Place child on changing table—keep one hand on the child at all times!
4. Put on a pair of disposable gloves.
5. Change the child's diaper.
6. Turn gloves inside out as you remove them.
7. Remove child from table.
8. Wrap up diaper, wipes and gloves in the paper sheet and place in diaper pail.
9. Spray changing table with disinfectant spray and wipe clean.
10. Wash hands.

Potty Training

Our toddler/preschool rooms include a potty training area for children who are learning to use the restroom independently. Children who are potty training are assisted by the leaders while in this process. It is best to support the parent's decision to begin potty training when a child exhibits signs of readiness.

When parents and leaders begin to observe these behaviors, servants and parents need to discuss a plan so that the child will have similar toilet training experiences whether at home or at church. Communication is important to provide consistency in helping every child master this developmental marker. Parents, please place a potty training sticker on your child to alert the servants that their child is in training.

Children with Special Needs

G.Kids has implemented a ministry program specially designed for children with individual special needs to introduce them to the love of Jesus and make God's word come alive. Children are connected with a Special Angel who will build a relationship and assist them with learning opportunities. Parents are asked to fill out a Special Angel application and schedule an appointment with a member of the G.Kids team before attending so that a Special Angel can be matched with each child. In the event that a Special Angel is not able to attend, a parent may be requested to stay with the child.

Nursing Mother's Lounge

Nursing mothers may find privacy and view worship at the Tipp City Campus in the nursing room located to the right of the main Worship Center doors.

Servants Food & Drinks

Any personal food and/or drinks brought in by servants must be contained and stored in the weekend closet in your space. You may NOT bring in anything with peanuts - we need to be sensitive to children's allergies. Also, you may NOT share your food or drinks with the children.



HEALTH GUIDELINES

Servant Health

G.Kids values the health and safety of each child in our program. To ensure minimal spread of infection and disease, servants are required to observe the following procedures:

- Wash hands frequently
- Wash hands before handling food
- Wear gloves when handling blood or other body fluids
- Make sure toys are clean (See Toy Cleaning Policy below)
- Make sure children wash hands before their snack and after using the rest room or more often as needed.

Hand Washing Policy

Hand washing is imperative in the prevention of the spread of infection. Therefore, servants are required to wash their hands:

- After each diaper change
- After accompanying a child to the toilet
- After assisting a child to wipe their nose
- After contact with blood
- After contact with their own nasal secretions
- Before food preparation

Please make sure that a child's hands are also washed after using the toilet, using tissues for wiping eyes or nose and before eating. Disposable towels are used after hand washing.

Toy Cleaning Policy

Toys must be properly sterilized to avoid the spread of infection and disease to children in G.Kids. Toys are disinfected daily or weekly as needed depending on the specific age of children using the room. Servants are also asked to follow these guidelines in order to ensure the children's health:

- Pull all toys that have been placed in children's mouths following each room and use disinfectant wipes to clean them and then return to shelves.

Health Policy

Our goal is to provide a healthy environment for servants and our children to learn, grow and play. In order to minimize the spread of infectious diseases and to ensure the health of all children, we have adopted the following procedure to allow only healthy children into the rooms. Children are considered unhealthy if they currently have any of the following symptoms, or have had in the last 24 hours:

- Diarrhea (3 or more loose stools in a 24 hour period)
- Severe coughing
- Fever (over 100 degrees, when taken under the arm with one degree added)
- Untreated infected skin patches, rashes or unidentified spots
- Runny nose (unless clear from allergies)
- Vomiting
- Difficulty or rapid breathing
- Redness of the eye, obvious discharge, matted eyelashes, burning itching
- Evidence of untreated lice, scabies or other parasitic infestations
- Sore throat or difficulty in swallowing

Ill Child

If a child starts to show signs of becoming ill, then we will page the parent and he/she needs to be picked up from the room.

Biting Policy

If a child bites another child, the leader will use developmentally appropriate child guidance techniques. The child should be separated from the other child and placed in supervised time alone with a servant. Ice should be applied to the affected area on the child who was bitten. An incident report must be written for the child who bites as well as an injury report for the child who was bitten. The parents of both children will sign their child's incident or injury report and will receive a copy. Servants must maintain confidentiality regarding what child was bitten

and who did the biting. Parents must not be informed of the other child's identity.

Servants are not permitted to use highchairs or cribs as restraints or supervised time alone solutions when separating a child from the group. If the child bites more than once, the servant should contact a G.Kids staff member to remove the child from the room and contact/notify the parent immediately.

Medication Dispersion Policy

We are unable to administer medications to children. Parents must return to the room to give any needed medications. This includes all prescription and over the counter medications, e.g., teething gels, Tylenol, cough syrups. In addition, medications may not be administrated in formula, milk, juice or any type of food by a servant. The only exception to the medication policy is diaper cream, which can be applied at diaper changes.

First Aid Kits

First aid kits are located in each G.Kids space in the leader closets. They are also located in the main church office. The supplies of a complete first aid kit include but are not limited to:

rounded end scissors, tweezers, digital thermometer, assorted sterile adhesive bandages, assorted sterile gauze squares, first aid tape, gauze rolled bandage, instant cold packs, disposable gloves, pocket mask or face shield for administration of CPR, working flashlight, plastic bags for soiled items and triangular bandages.

First aid kits should accompany the servant and children to the playgrounds to ensure a quick and appropriate first response to any accident or injury.



MEDICAL EMERGENCIES

Room Emergencies

Tipp City Campus: Using the radio provided in your room, ensure the radio is on channel 1, press the button on left side and explain your needs to a staff member. They will then notify a medic or security.

Fort McKinley and The Point: Use the radio in your leader closet to notify the Director of Family and Children's Ministry.

Calling 911

If you need to call 911, press 9 on the room telephone then dial 911. Have the other servants notify a G.Kids team member immediately.

Injury/Incident Documentation

All servants are required to complete an accident report form if a child incurs an injury while in our ministry. The servant should complete the form completely and request that the parent sign and date the form when the child is released back into their care. The servant will give a copy of the accident report form to the parent, and the original will be kept on file in the G.Kids office. Incident forms are located in every room in the leader closet file folder.

SAFETY POLICES

G.Kids has adopted the following safety policies:

- Children are never to be left unattended or unsupervised.

- A "Code Purple" will be announced over the radio when a child is reported missing from a room by the servants or parents. (See the Code Purple Procedures below.)

- Emergency plans are posted in each room. All servants should be familiar and able to act in accordance with the plans. (See the Emergency Evacuation Procedures below.)

- Servants are required to take a first-aid kit with them anytime they leave the room with children. This includes, but is not limited to, taking children to the playground, sanctuary and during emergency evacuation procedures.

Code Purple Procedures

The signal "Code Purple" is used during the weekend and evening programing to alert the G.Kids Team, Facilities Team and Security Team that a child is missing. The signal is called on the radio by a staff member once a parent or servant has identified a child as missing. The following procedures are to be followed once a "Code Purple" is announced.

1. A G.Kids staff member will locate the parent,

take him or her to the main office area located on the downstairs level and wait with him or her until the child is found.

2. A G.Kids staff member will get the following information from the parent and announce it over the radio: name, age and description of the child, what the child is wearing, where last seen.

3. Facilities/Security Team will secure all doors. No one will exit or enter until the "Code Purple" is called off.

4. Our G.Kids team and additional security and facility team members will search all rooms and hallways for the child and report to the G.Kids staff member.

5. The radio channels are to remain clear and used only to report on the status of the child.

6. The G.Kids staff member will announce an "All Clear Code Purple" once the child has been reunited with the parent.

7. Incident report is written by a G.Kids staff member, signed by the parent and filed in the G.Kids office.

Emergency Evacuation Procedures

If there is a reason to evacuate the building, please remain calm and follow the routes listed on the wall of your room. If possible, the G.Kids staff will send additional adults to each room to help with the evacuation process. Please familiarize yourself with the posted routes so that you are prepared if an emergency evacuation is needed.

You must always know the number of children in your space so that if an emergency evacuation is needed, you can account for all children. Please keep one servant at the front and one servant at the back of your line as you exit.

•Infants - Age 2

Primary Procedure: Place babies into the cribs with the red fire evacuation wheels and roll the cribs outside following the appropriate route. This is the only time multiple children are to be placed in the same bed.

Alternate Procedure: If there are only a few babies, pick them up and exit by following the appropriate route. Servants in each room need to stay together so that they can account for all children.

•Age 3 - Grade 5

Primary Procedure: Children should line up, with a servant at the front and end of the line. Then exit according to your room plan by walking together.

Note: Parents may attempt to remove their child. Ask firmly that they stay with the group until a final count has been taken.

HOW TO INVITE A CHILD TO CHRIST

As a parent or leader, how do you know when a child is ready to receive Christ? Parents and servants need to be ready to present the gospel to children and not be afraid to repeat the message often. Leading a child to Christ may not happen all in one day. As parents and servants, we may have the privilege of introducing the discovery together. We need to be thoughtful, patient and provide guidance so that their child can come to know Christ personally and continue to grow in him.

It is not necessary for children to fully understand the meaning of salvation, but as parents and leaders we need to be clear about what a child needs to know about the importance of Christ's death and resurrection. It must be simple yet complete. Children need to know that God loves them. They also need to admit that they have done wrong things (sinned) and that God says sin must be punished. Children also need to know that God sent Jesus to take the punishment for those sins. Then the child is a member of God's family.

If your child expresses interest in knowing Jesus personally, then it is appropriate to ask if he is ready to be saved. Keep in mind that the response needs to be a genuine response to God – not because the child wants to please you as their parent or leader. Be willing to allow the Holy Spirit to work within the child.

The gospel message can be presented in a variety of ways, and there are a large number of appropriate verses from the gospel to support the teaching. For children, we recommend using "the ABCs of Salvation" as a guide for what to say when presenting the message of salvation to your own children.

The Invitation

Once a child makes the decision to commit their life to Jesus, you may use the Commitment Books located in every room closet to assist you in praying with the child. Ensure that this book is sent home with the child and explain to the parents that they should discuss this commitment together and return the book with the parent's signature. Upon receiving the book back, refer to a staff member so that we can ensure their hand print goes up on our Commitment Wall.

ABC Salvation

A-Admit that you're a sinner.

If we ADMIT that we have sinned, he will forgive our sins. 1 John 1:9a

B-Believe that Jesus is God's Son.

Yet to all who received him, to those who BELIEVED in his name, he gave the right to become children of God. John 1:12

C-Choose to give your whole life to him.

Say with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. Roman 10:9

If your child says he is ready to be saved, you can help him ask this of God. If possible, the child should say a prayer in his own words. As a parent, you can help your child by whispering reminders if he forgets what he wants to say, such as:

"What do you want to tell God about your sin?"

"What do you believe Jesus did for you?"

"What do you want Jesus to do right now?"

As soon as a child accepts Jesus Christ as his Savior, he is saved. God is at work in that child's life, even if we can't always see

it. Give your child opportunities to share the joy of his/her decision with family members and Christian friends. To help your child later look back on his decision, help him write the date down in a Bible belonging to him or the family.

It may be necessary to provide additional assurance in coming days. Look for teachable moments to say, "When we come to Jesus, we belong to him forever. Nothing can separate us from God's love." John 10:28-29 does a good job of explaining this: "I give them eternal life, and they shall never perish; no one can snatch them out of my hand. My Father, who has given them to me, is greater than all; no one can snatch them out of my Father's hand." Take time to explain that even after we have been saved, we still make mistakes.

Your job is not yet done! Our goal as Christian parents and leaders is to lead children into a personal relationship with the Lord and then spend the rest of their childhood and youth years discipling them. First we are born into God's family, then the lifelong process of discipleship begins.

Key Words to Explain

SIN – doing wrong things or disobeying God's rules

SAVED – to become part of God's family

FORGIVE – to take away the punishment of doing wrong

EVERLASTING LIFE – to live now and forever with Jesus



FAMILY MAP

PARTNERING WITH FAMILIES TO
LIVE A STORY WORTH TELLING.

This map is designed to help you navigate the developmental stages and milestones of your child's spiritual journey from birth to graduation. We believe this happens most often at the 6 stages presented on the inside of this brochure. We measure milestones with marbles. Picture a jar with 936 marbles in it, which is the estimated number of weeks between a child's birth through high school graduation.

As soon as our children are born we begin to lose our marbles, in more than one way. So we've got to play for keeps!

FROM BIRTH TO GRADUATION

NURSERY: INFANTS – AGE 2

- Welcome baby to Ginghamburg Kids and invest in a Legacy Marble App or Jar
- Weekly Worship
- Baby Dedication/Baptism
- Monthly Parent Cue

PRESCHOOL: AGE 3-5

- Weekly Worship
- Vacation Bible School
- FX: Family Worship Experience
- Weekly Parent Cue
- Invest in a preschool Bible for your child

ELEMENTARY: GRADE K-4

- Weekly Worship
- Vacation Bible School
- Bible Presentation (Grade 1)
- FX: Family Worship Experience
- Young Believers Parent/Child Class (Grade K-4)
- Weekly Parent Cue and God Time Devotion Pages
- Grade 3-4 Mission Trips (Fall/Spring)

PRE-TEEN (56): GRADE 5-6

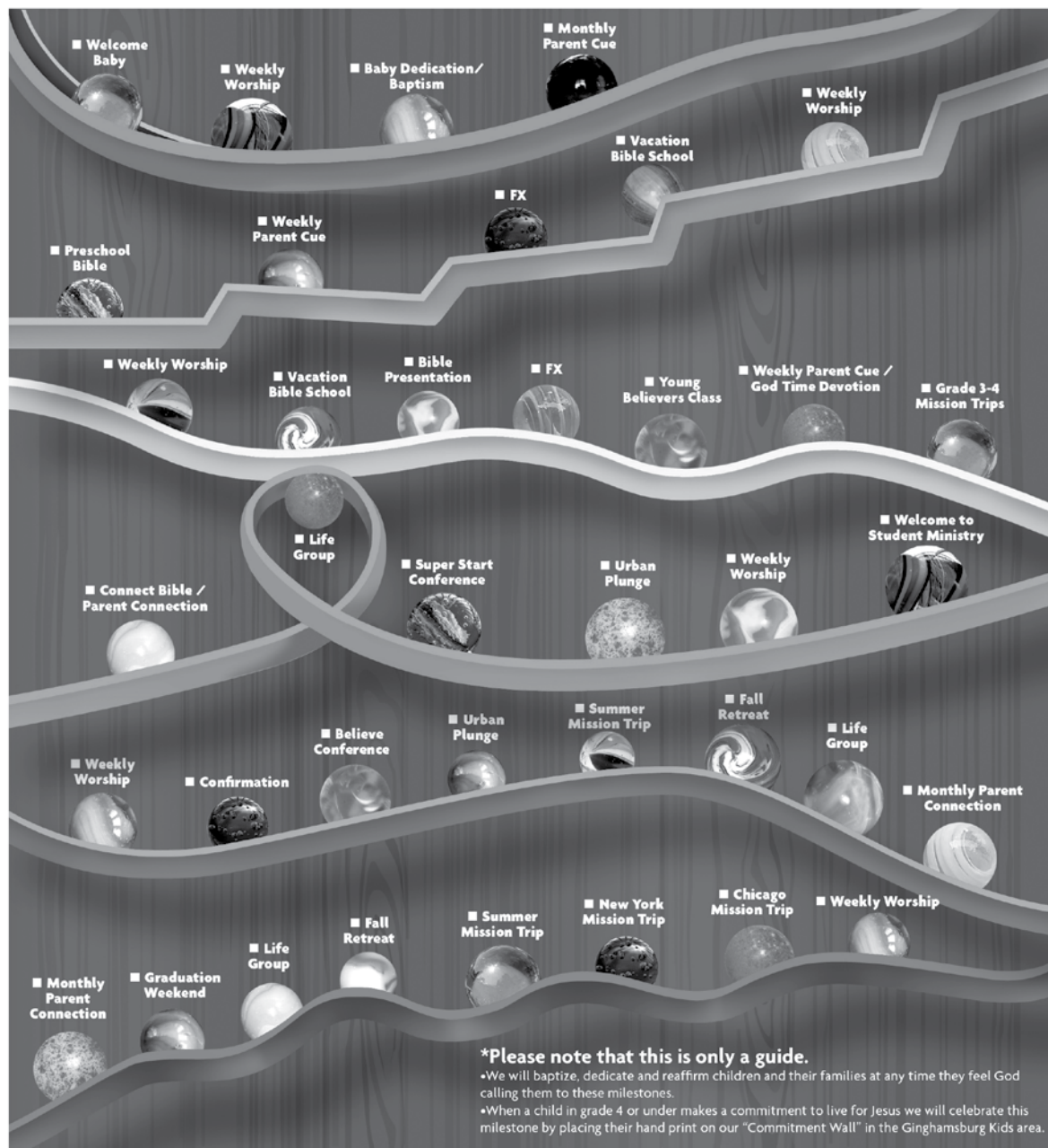
- Welcome student to the Student Ministry
- Weekly Worship (Clear understanding of Old and New Testaments)
- Urban Plunge: Local Mission Trip
- Super Start Conference
- Wednesday night life group
- At Home: Connect Bible, Take-away Project, Monthly Parent Connection Email

JUNIOR HIGH (78): GRADE 7-8

- Weekly Worship
- Confirmation
- Believe Conference
- Urban Plunge: Local Mission Trip
- Summer Mission Trip
- Fall Retreat
- Wednesday night life group
- Monthly Parent Connection Email

HIGH SCHOOL: GRADE 9-12

- Weekly Worship
- Chicago Mission Trip: Grades 9-10
- NYC Mission Trip: Grades 11-12
- Summer Mission Trip
- Fall Retreat
- Wednesday night life group
- Graduation Weekend: Grade 12
- Monthly Parent Connection Email



*Please note that this is only a guide.

- We will baptize, dedicate and reaffirm children and their families at any time they feel God calling them to these milestones.
- When a child in grade 4 or under makes a commitment to live for Jesus we will celebrate this milestone by placing their hand print on our "Commitment Wall" in the Ginghamburg Kids area.

CURRICULUM & SPACES



Ginghamburg Kids follows the Orange curriculum during all weekend services and our midweek programs. Orange focuses on one monthly theme that supports one of the End Goals (on page 2). Along with this monthly theme there are Bible stories and bottom lines to drive the basic message home.

For children age 3 through grade 5, we use a large group/small group model. This model allows us a large group time that consists of praise and worship, Bible story time and announcement. Then during our age-specific small group time, kids meet up with their consistent leaders to further unpack the message and do life together through activities, prayer requests and more!

Thinking Orange
INCITES WONDER
in the heart of a preschooler.

Thinking Orange
PROVOKES DISCOVERY
in the heart of a child.



Downstairs: 6 Weeks – Age 5



Upstairs: Grades K-4



6 Weeks – Age 2: Room 104
Age 3-5: Room 105
Grades K-2: Room 106
Grades 3-5: Room 109



6 Weeks – Age 2: Room 102
Age 3-5: Room 103
Grades K-2: Room 109
Grades 3-5: Room 110

BEHAVIOR GUIDANCE

Guidance Policies

G.Kids strives for a consistent method of guidance with expectations and consequences that are used with all children throughout our ministry. Heart Rules are posted in every room. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times. In circumstances where guidance is a continuous challenge, servants are encouraged to work with the G.Kids staff and parents to confer as to what may be the best type of guidance for their child.

5 Steps to Behavior Modification

Even with the best set of rules, there will be children that will want to challenge them. There are several levels of behavior modification to try when you are presented with a child that is having trouble following the rules.

1. Redirection – try to engage the child in another activity. For instance, if a child is not sharing blocks, suggest that he or she plays at the sensory table.

2. Proximity control – placing yourself close to children who are not listening or being disruptive will discourage them from continuing the behavior. This works particularly well for school age children.

3. Call children by name – using a child's name positively can make a difference. Include them in your story, discussion or even point out when they are doing what you'd like the rest of the room to do.

4. Rearranging kids – prevent children from sitting with someone who will encourage misbehavior.

5. Talking to parents – if you have tried several different behavior management tactics in the room without success, make your G.Kids staff leader aware of the behaviors and let them work with the parents toward a solution.

Sometimes the best strategies are not always successful. Talk to the G.Kids Director about setting up a management plan with the child if the challenging behavior continues.

Behavior Plan

Discipline = Love. The root of the word discipline is disciple. Our goal is to create spaces where all kids are safe to learn and free to connect with God so they can become disciples. In order to service the needs of our children and create consistency, all rooms should use the same discipline plan as well as consequences.

Before beginning ministry, be aware of the possible reasons for misbehavior (hungry, sleep deprived, needing attention, etc.). Approach those children and ask them what is bothering them and causing their misbehavior and then use the rules and consequences below. Sometimes they just need to be heard.

Heart Rules:

1. Show love to others.
2. Show love to God.
3. Show love to myself.

Consequences:

1. Warning (state the behavior that needs changing)
2. Removed from an activity (explore with further discussion why this behavior is reoccurring)
3. Removed from room (see Children's Ministry staff member)
4. Parents called (G.Kids staff will proceed)

COMMUNICATION

Monthly Leader Letter

Every month, a leader letter is written for G.Kids servant leaders. Tipp City Campus, Fort McKinley and The Point servants will receive a servant letter as well as the monthly schedules so everyone is aware and reminded of the times they are committed to serve. The servant letter includes:

- Monthly schedule
- Substitute List
- Updates and Reflections
- Training Components

Staff Contacts

There may be times when our G.Kids staff needs to be contacted. Staff is available at the Tipp City Campus on the weekends by calling 937.667.1069 ext. 200. Ask the receptionist to contact a member of the G.Kids team. To speak to G.Kids staff at Fort McKinley, call 937.277.7484 and ask to speak to the G.Kids Director on the weekend. During the week, all team members can be reached at 937.667.1069. As always, we want to be available at all times, so please feel free to contact us.

K-News

K-News is our monthly parent update, which is delivered by email to every family who has completed registration by filling out a Family Information Card.

Parent Connection

Parent Connection is our bi-weekly update that all of our G.Kids leaders receive via email.



Like our facebook page at:
facebook.com/GinghamsburgKids

Check out our Ginghamsburg Kids web page at ginghamsburg.org/kids.

KIDS ON MISSION

KIDS ON
MISSION

MATTHEW
28:18-20

Ginghamsburg Kids is committed to growing the mission heart in each and every one of our kids. We encourage the family serve together as a part of their regular spiritual disciplines. We pour into their mission hearts by...

•Monthly Mission Weekends: We introduce the monthly mission focus to our K-Grade 4 kids every second weekend of the month during large group. These focus' may include: letters to Ginghamsburg missionaries, donating to our food pantry, introducing the 3-4 Grade mission trip, ect. Some of these activities are done in their small groups and some will require help at home. Your child will come home with a mission flyer if help from home is needed.

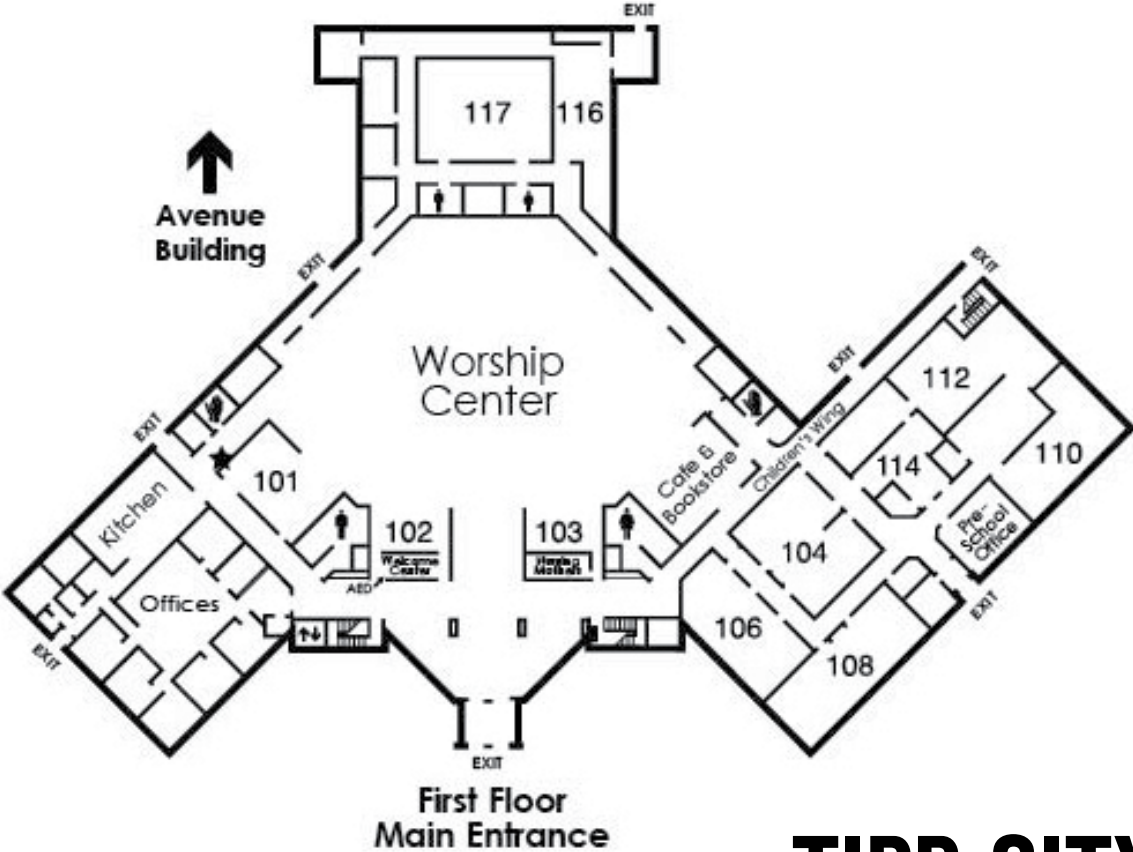
•Grade 3-5 Mission Trips: We take this group of kids on two mission trips per year, one in the fall and one in the spring.

•Family Mission Trips: We plan a trip for families at least once each summer. These trips are for parents and their completed kindergarteners through high school students.

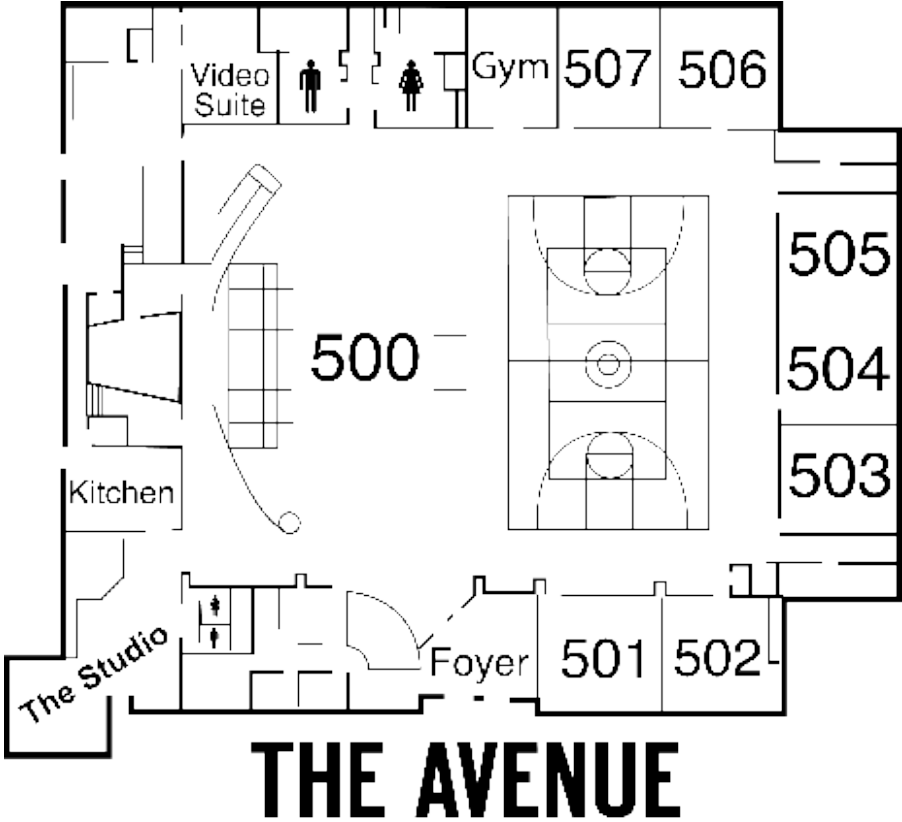
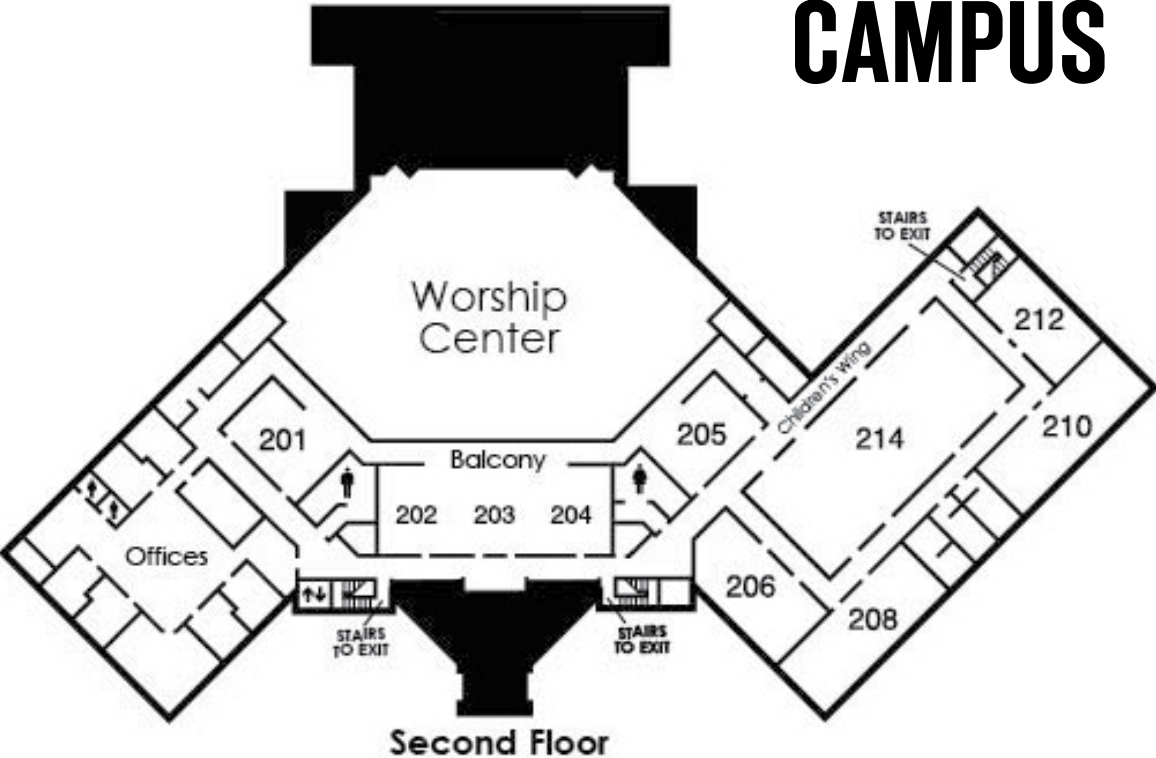
•Annual Sudan Christmas Bazaar: Each December we host a bazaar for families to sell items they've created, perform their talents and donate silent auction items to raise funds for our own Sudan Project.



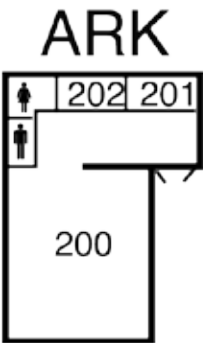
ROOM MAPS



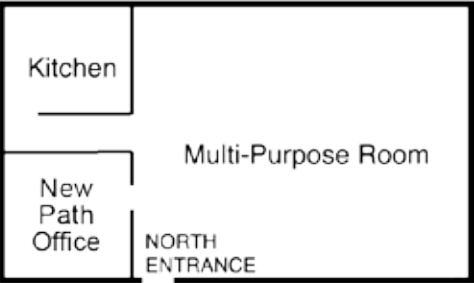
TIPP CITY CAMPUS



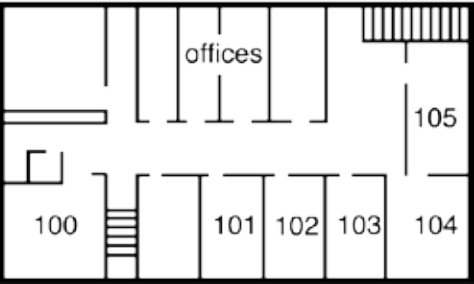
SOUTH CAMPUS



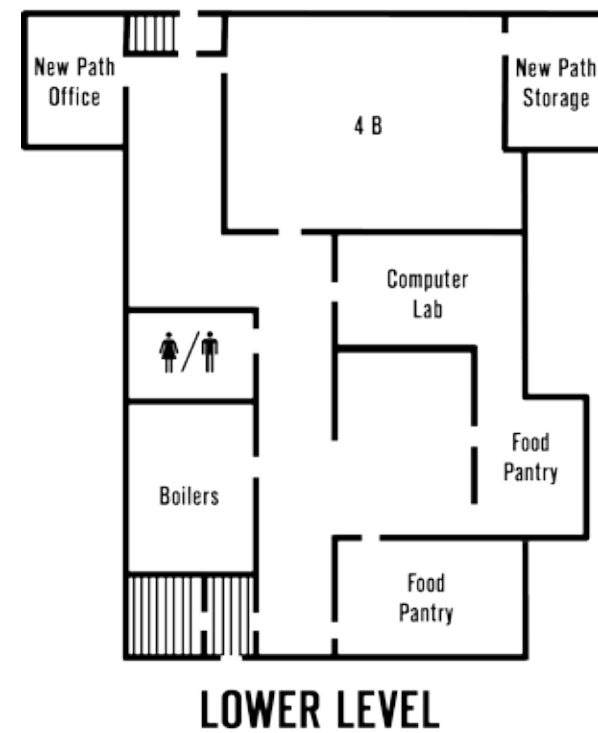
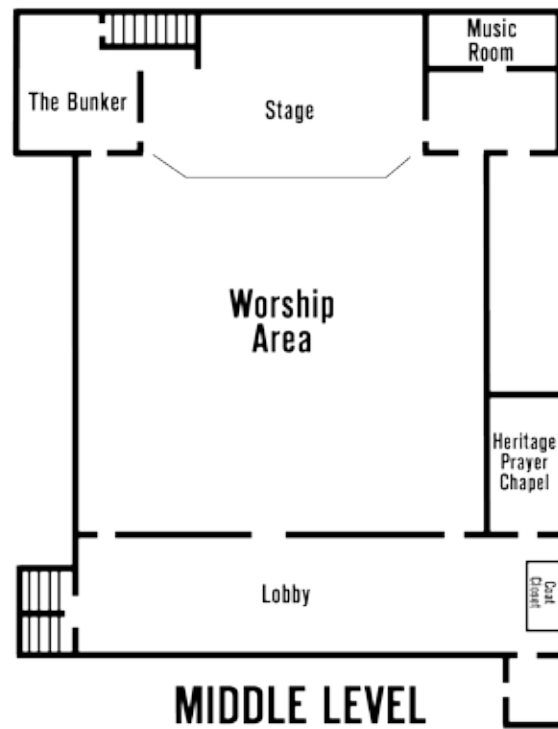
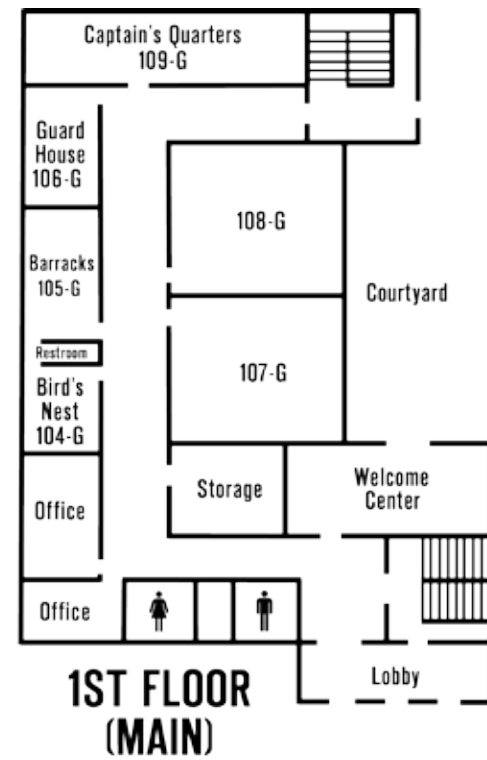
Discipleship Center Upper Level



Lower level



FORT MCKINLEY



THE POINT - TROTWOOD





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